

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 4770  
Job Title: Chief of Staff  
Salary Grade: 24  
Bureau: Office of the President  
Department: Office of the President  
Dept. Budget No. 010  
Position I.D. 9500085  
Shakman Exempt

### **Characteristics of the Position**

Serves as the executive advisor to the President and assists the President in the development of policies, programs and other executive functions. Provides direction to the various bureaus and departments under the President's control and supervises and evaluates the performance of department heads and bureau chiefs under the jurisdiction of the President. May work directly with the various elected officials or their staff, Board of Commissioners, department heads and bureau chiefs as needed or directed, in order to assist in the efficient operation of County government and develop a coordinated approach to problem solving. Develops and implements policy and provides recommendations concerning inefficient procedures to develop more effective work methods. Supervises, instructs and directs the work activities of staff in the office of the President. Works directly with the department heads to effectively utilize appropriated funds and to coordinate approaches to problem solving. Works with the President's legal counsel and State's Attorneys Office as necessary in order to address and respond to litigation and other legal matters. Consults with the President's legislative staff and legal counsel to address legislative matters.

### **Key Responsibilities and Duties**

Assists the President in the development of policies, programs and other executive functions to ensure that county policies are developed, implemented and enforced.

Works with various elected officials and agencies to assist in the efficient operation of County government and develop a coordinated approach to problem solving.

Works with the Presidents legal counsel and legislative staff to address legislative matters and to coordinate President's position regarding litigation and other legal matters.

Assists and oversees the accuracy and timeliness of budget preparation for all departments as well as coordinates the acquisition of materials and payment for services provided to the Office of the President.

Approve payroll sheets, requisitions and determine appropriateness of major purchases to meet the operational needs of the department.

Ensures that the department has the necessary resources to perform duties and fulfill all expectations.

Assigns confidential/special work projects to County departments and staff in order to fulfill the goals and objectives of the Cook County President, Board of Commissioners.

May review the accuracy and completion of assigned work projects.

Reviews confidential reports and managerial studies in order to present recommendations to the President.

Supervises the staff of the Office of the President, as well as bureau chiefs and department heads and reviews the activities of the staff; ensures confidentiality is maintained.

### **Knowledge, Skills and Abilities**

Knowledge of applicable business administration. Ability to make policy recommendations.

Knowledge of political processes in State and County government.

Ability to develop, coordinate and implement programmatic changes.

Ability to prepare departmental budget and allocations of funds.

Ability to maintain the department operation under budgetary constraints.

Ability to comprehend an agency's internal control structure including the control environment, accounting system and control procedures.

Thorough knowledge of internal control concepts and procedures.

Ability to ascertain compliance with laws, ordinances and regulations.

Ability to identify between errors, irregularities and illegal acts, and take appropriate action.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Possession of excellent writing skills; ability to clearly articulate, through written document. Excellent organizational skills.

Must be able to demonstrate good administrative and supervisory skills. Ability to communicate effectively verbally and in writing.

Possess the ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to manage multiple projects effectively.

Ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of five (5) years of executive administration experience or legal experience **OR** equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's or Juris Doctorate Degree

Professional work experience working on behalf of or working with various governmental agencies.

Prior supervisory or managerial work experience.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**